

6 FAM 1920 ELECTRONIC, EXHIBIT, PHOTOGRAPHIC, AND TECHNICAL SERVICES

6 FAM 1921 PURPOSE

(TL:GS-1104; 6-1-85)

The Technical Services Branch is responsible for the planning and administering of the audio-visual communications program for the Department of State and the Foreign Service. The Technical Services Branch:

- (1) Provides guidance and technical advice on all audio-visual matters;
- (2) Designs and prepares audio-visual communications materials;
- (3) Maintains liaison with the Congress, the White House, and other Government agencies for requested audio-visual services;
- (4) Analyzes and evaluates requests for audio-visual services and determines suitable method of presentation;
- (5) Researches information for projects and writes copy when appropriate;
- (6) Provides coordination and technical review over approved projects from development through completion (including the purchase of art/graphics from commercial firms); and
- (7) Plans, designs, and prepares visual communication material such as architectural/interior designing and material drawings, and provides drawings and renderings for special projects involving offices such as Security, General Services, the Secretariat, etc.

6 FAM 1922 PHOTOGRAPHIC SERVICES

(TL:GS-1104; 6-1-85)

- a. Provides photographic coverage of events and personalities concerned with foreign policy such as signing ceremonies for treaties, swearings-in, international conferences, and state occasions.
- b. Provides photographic research and reference files of personnel, personalities, and events of interest to the Department and the public.

- c. Furnishes photographic support for graphic and technical projects.
- d. Fills requests for photographs from Departmental offices, other Federal agencies, and the public news services.
- e. Acquires photographs from other Federal agencies and public and private sources.

6 FAM 1923 ELECTRONIC AND EXHIBIT SERVICES

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a. Provides audio-visual services for the Department, White House, Congress, Government agencies, and international organizations upon request. Services include:

(1) Design, installation, maintenance, and operation of simultaneous interpreting equipment, recording equipment, and public address systems for international conferences, meetings, and special functions (including press briefings for the President and the Secretary);

(2) Motion picture projection (including equipment and technicians) for screening in the auditoriums and conference areas;

(3) Television and radio maintenance; and

(4) Video projection.

b. Analyzes operational problems for the purpose of devising and constructing special furniture and equipment.

c. Designs, constructs, installs, and services exhibits, models, three-dimensional visuals, special equipment, and displays.

d. Mounts briefing maps, charts and photographs.

e. Provides staging arrangements for special functions.

f. Maintains a set of flags of the United Nations for display at various functions or on special occasions.

g. Maintains a tape library for the Department.

h. Provides a projection and audio loan equipment service.

6 FAM 1924 REQUESTING ELECTRONIC, EXHIBIT, PHOTOGRAPHIC, AND TECHNICAL SERVICES

(TL:GS-1104; 6-1-85)

Requests for electronic, exhibit, photographic, and technical services shall be made on Form DS-1141, Project Request (See 6 FAM 1336.1-2).

6 FAM 1925 THROUGH 1929 UNASSIGNED